

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING

May 12, 2020

**Meeting called to order** at 7:00 p.m. by Chairman Hansen

**Invocation** – Chairman Hansen

Commissioner Hansen – Present  
Commissioner Griffin – Present  
Commissioner Mere - Present  
Commissioner Ducrou – Present  
Commissioner Cook – Present  
Chief Larry Nisbet – Present  
Office Manager – Present  
Attorney Ian Mann – Present

**Others Present:** Some Staff, guest speaker

**Guest Presentation** – Jeff Brown of Ashley Brown & Company presented the 2018/2019 Fiscal year end audit. In short, he states the financial statements, as prepared by District staff, were in accordance with governmental accounting standards, no adjustments or changes were required, all records were organized and auditable, they had no issues with anything. He commends the staff and their efforts. He continues with his usual simplified coverage of the financials noting that internal controls, compliance and other matters, stating that they did not identify any deficiencies in internal controls and there were no identified areas of non-compliance. At conclusion he offers to answer any questions. Commissioner Ducrou asks, reflecting back on the 2009 audit, as far as documenting accumulated leave coverage, we have that again, and asks if that's something that should be line itemed in the budget. Mr. Brown asks, like you mean if you were to do cash payouts? Commissioner Ducrou states we do payouts every year. Mr. Brown states some people do; you would ultimately just hit wages and accordingly, taxes, so I guess you could just budget for it in there, if that's what you're asking me. I guess you could put it on its own line. You would just have to make sure it is set up in QuickBooks that way. There's further discussion as to whether it is once a year and Commissioner Ducrou states the liability is like \$76,000. Mr. Brown states that's kind of hard to budget for, who wants is, how many hours do they have, what you can do is once you get some historical data is go from that say 1/5 or whatever is typically redeemed... Commissioner Ducrou asks "you don't have to budget for the liability?, If the existing liability is \$76,000 and you budget \$20,000 based on the past, you would be pulling out of the reserves for something..." Mr. Brown agrees, yes, in answer to your question, it would make sense to budget worst case scenario because everybody could request it, sure and then you would have to be moving it from another category or pull it out of reserves." Commissioner Ducrou states "that's all I have." Chairman Hansen asks "do you know where that came from in the past, did that come from reserves?" Commissioner Ducrou states "no, I think we budgeted for it in the past, and we don't have it as an identifying line item, nor have I actually been able to find where it is actually funded at yet." Commissioner Mere states it would probably have been funded through the wages, and then a made notation if we had to move anything from reserves to cover it, otherwise if we'd had enough funds in there to cover it, it wouldn't have necessarily had to come from reserves." Commissioner Ducrou states "its not in wages, we used to line item it, it currently is not in wages as it stands," he addresses Administrative Staff, "unless you've been able to find it, because I went through all your..." Chief Nisbet states "it was supposed to be placed

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in wages, and it got missed, and then when we did it, we made the budget adjustment in the wages, that's what happened." Commissioner Ducrou asks "So it's in there now?" Chief states it was in the budget adjustment we made before the audit." He advises Commissioner Ducrou we address this year's when we get to old business. Commissioner Ducrou asks the Auditor if the Buy-backs can be done as bonuses and not pay retirement on them. He advises auditor how leave is accrued. It is determined since it is accrued leave it is not applicable to be described as a bonus. Commissioner Ducrou states we can address it in old business as it was done as a cost-saving measure which no longer makes sense. Chairman Hansen asks if there are any further questions regarding the audit. Hearing none, the auditor is given the option to leave with the Board's gratitude. He again offers should any questions arise down the road; the Board is welcome to contact him.

**Public Input Agenda Items – None**

**Minutes** – Review and Acceptance of the minutes of the March 10, 2020 Board Meeting. Motion made by Commissioner Griffin to accept the minutes. Commissioner Mere seconded the motion. Chairman Hansen calls for any discussion. Hearing none, he calls for any opposed and with none opposed, motion passed.

**Financial Reports** - Review & Acceptance of the March 2020 financials. Commissioner Mere moves to accept the March 2020 financials. Commissioner Griffin seconded the motion. Chairman Hansen calls for discussion. Chairman Hansen asks if there's anything else. With no further questions or discussion offered, and none opposed, motion passed.

Review & Acceptance of the April 2020 financials. Commissioner Mere moves to accept the April 2020 financials. Commissioner Cook seconded the motion. Chairman Hansen calls for discussion. Chairman Hansen asks if there's anything else. With no further questions or discussion offered, and none opposed, motion passed.

**Fire Marshal and Administrative Reports** (attached) – Chief Nisbet states due to COVID-19 we have been unable to do a lot of prevention activities short of a couple courtesy inspections at the 7-11 and a couple walk-throughs at Brightwater so we have no Fire Marshal report. Chief Nisbet reads the Administration Report into the record and offers to answer questions. Chairman Hansen calls for any questions and Commissioner Mere asks if 131 is still out of service. Chief says no, his apologies, as of this meeting it is now back in service. Commissioner Mere asks if the tender was out of service for a day or 2. Chief says it was out of service yesterday. Chairman Hansen calls for any further questions and hearing none, he calls for Union Petitions.

**Union Petitions** – Hearing none Chairman Hansen calls for Old Business.

**Old Business –**

- **Lee County EMS Lease** – Chief Nisbet states due to COVID-19 he and Director Abes have not had a chance to get back together to talk about the lease. He hopes to have it done by the end of this budget year, but he is not certain if they will. Chairman Hansen calls for any other old business and hearing none, calls for new business.

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**New Business –**

- **Acceptance of the 2019 FYE Audit** – Commissioner Cook moves to accept the Audit report. Commissioner Mere seconded the motion and with all in favor, motion passed.
- **Budget Amendment 2019-2020** - Office Manager covers the Budget amendment and the various details accounted for within it and the Resolution amending the budget. After a brief discussion Commissioner Ducrou moves to adopt Resolution 2020-01 amending the 2019-2020 Budget. Commissioner Cook seconded the motion and with all in favor motion passed.
- **Executive Session in June** – Chief Nisbet asks the Board for an Executive Session in June to begin preparation for the Union Negotiations since we don't normally have a meeting in July.
- **July Commission Meeting** – All commissioners are in favor of cancelling the July meeting if the June meeting is held and the Maximum millage rate is set in June. With no other New Business Chairman Hansen, calls for Chief Items.

**Chief Items** – Chief Nisbet announces the passing of Volunteer Firefighter Dwight (Shadow) Henry who was with us for 15 years. He announces the plans for the wake and funeral keeping in mind the social distancing. He inquires if any of the Commissioners wish to speak. Commissioner Ducrou asks if the volunteer firefighters get the same physicals as our paid staff. Chief Nisbet responds to the negative as he doesn't usually get to keep them long and they are usually right out of the academy which requires a physical in order to attend. Discussion ensues with regard to that and the suggestion is made by Commissioner Hansen that we might offer them for those that are long term. It is decided that Chief is to get numbers for the Board to consider. Chairman Hansen asks for any further discussion or questions and hearing none, calls for Commissioner Items.

**Commissioner Items** – Hearing none Chairman Hansen calls for Public Input

**Public Input** – None - Chairman Hansen calls for Motion to Adjourn

**Adjournment** – Commissioner Cook moves to adjourn. Commissioner Ducrou seconds the motion and with none opposed meeting is adjourned 7:58p.m.